



Checklist for Home Food Production

Complete the Cottage Food Product Application form for each product to be produced, including with each the recipe with ingredients, amounts, and step-by-step procedures for approval and draft copies of all labels for review.	
No commercial food processing may occur in any household with free-roaming indoor pets.	
Any person who will be handling food needs to get a Food Handler's Permit from their local health department.	
Arrange separate storage for all Cottage Food ingredients, including separate refrigeration if needed.	
Products with any of the eight major allergens (peanuts, tree nuts, milk, egg, soy, wheat, fish, and shellfish) must be prepared in a way that will not contaminate products which do not contain those allergens. Be prepared to explain how you will accomplish this.	
Production of commercial food products may not occur at the same time as domestic food preparation in the same kitchen.	
When commercial food processing is taking place, all unauthorized persons, including family members and visitors, must be excluded from the processing area.	
All cooking utensils and equipment must be washed, rinsed, and sanitized after use or exposure to contamination. Be prepared to demonstrate your intended procedures.	
Sanitizer test strips must be available for testing of bleach or other sanitizer solution strength; these strips can be obtained at restaurant supply stores.	
Multi-use equipment and utensils (such as cutting boards, counter tops, knives, spoons, and tongs) shall be constructed of safe materials, including finishing materials; shall be corrosion resistant and shall be non-absorbent; and shall be smooth, easily cleanable and durable under conditions of normal use.	
All equipment and utensils, including plastic ware, shall be designed and fabricated for durability under conditions or normal use; shall be made from safe materials and shall be resistant to denting, buckling, pitting, chipping and crazing.	
The use of wood is restricted to non-absorbent hardwood surfaces such as cutting boards.	



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Food contact surfaces shall be easily cleanable, smooth and free of breaks, open seams, cracks, chips, pits and similar imperfections and free of difficult to clean internal corners and crevices.	
Wiping cloths shall be stored in a sanitizing solution, such as diluted bleach or other approved sanitizer, if they are going to be reused for an hour or more.	
All food, equipment and single service articles shall be stored at least six inches above the floor. Such storage shall not be under exposed or unprotected sewer lines or water lines that are leaking or on which condensed water has accumulated.	
Ingredients, finished products, and single service articles shall be stored separately from domestic foods and supplies, and shall only be used for the cottage food production.	
Food, equipment, utensils, or single service articles shall not be stored or prepared in bedrooms, toilet rooms or their vestibules, garbage rooms or mechanical rooms. Food may be stored in an enclosed garage only in a self-contained refrigerator/freezer.	
All equipment and utensil washing sinks, food preparation sinks, and hand sinks shall be supplied with hot and cold water under pressure.	
All sewage, including liquid waste, shall be disposed of by a public sewage system or by a sewage disposal system constructed, maintained and operated according to state and local requirements.	
Plumbing connections shall not create a backflow or backpressure condition that might contaminate the water supply.	
Garbage and refuse shall be held in durable, easily cleanable insect resistant and rodent resistant containers that do not leak and do not absorb liquids. Garbage containers shall be of a sufficient number to hold all the garbage and refuse that accumulates.	
Clean linens including articles such as wiping cloths shall be stored in a clean place and protected from contamination until used.	
We recommend that you check with your insurance company to determine impacts of a home-based business on homeowner's liability.	